Adobe Acrobat 6.0
Many files, one PDF document

A business proposal, legal contract, annual report, or just about any other final document might include a title page, text sections, charts, graphics, blank pages, and other components—all created as separate files in several different applications. Using Adobe® Acrobat® 6.0 Standard or Professional, you can convert each of these files to Adobe PDF and simultaneously merge them into a single PDF document. You can even add headers and footers, or a background or watermark, to give the entire document a consistent look.
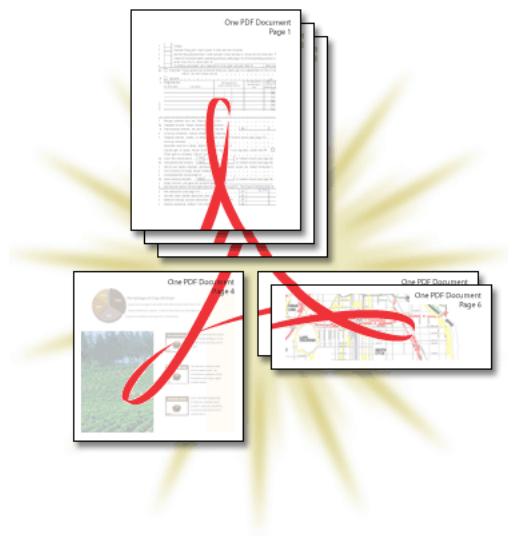

1. Save the files you want to convert.

Ensure that the files you want to include in the Adobe PDF document are completed and saved in their original applications. You may find it easier to save all the files to one folder, so that you can locate them quickly when you're ready to combine them.

### 2. Open the Create PDF From Multiple Files dialog box.

In Acrobat 6.0 Standard or Professional, choose File > Create PDF > From Multiple Files, or click the Create PDF button and choose From Multiple Files. Alternatively, if you're using the Windows, right-click a file and choose Combine in Adobe Acrobat from the context menu.
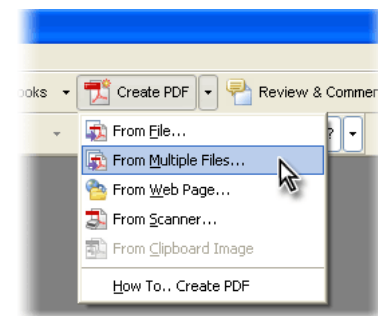

3. Select the files to include.

Click Browse (Windows) or Choose (Mac OS), and then select a file to include. Ctrl-click (Windows) or Command-click (Mac OS) to select more than one file from the same folder. When you've selected the files, click Add. Click Browse or Choose again to add files from a different folder.

You can add the same file two or more times. For example, you may want to create a PDF document from a blank or transition page to include between other files. If you're combining PDF documents, you can open the PDF documents you want to combine and then select Include All Open PDF Documents to automatically add them to the list.
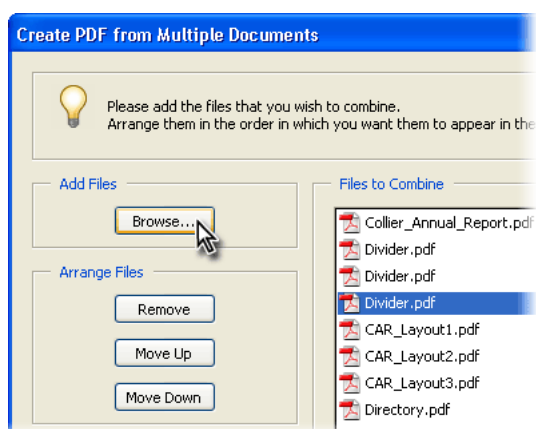

4. Convert the files.

Order the files in the sequence you want them to appear in your final PDF document by selecting a filename and clicking Move Up or Move Down to change its position in the list, or by dragging it to a new position. Click OK to convert the files. (Some source applications may start and close automatically during the conversion process.) When the conversion is complete, the PDF document opens. Choose File > Save As, and name the file.
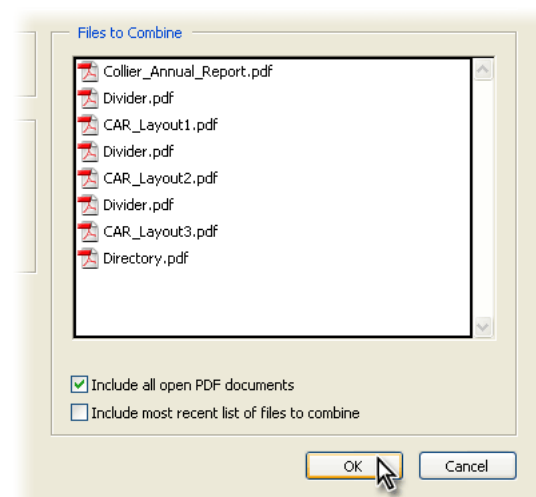
5. Add headers and footers.

Choose Document > Add Headers and Footers. Click the Header or Footer tab. Select the left, right, or center alignment option to specify the location of the header or footer on the page. Select a font and type size for the contents of the header or footer. Add the creation date, page number, or custom text, and click Insert. Next, choose the pages that will include the header or footer and set a top margin (header) or bottom margin (footer) to position it on the page. Click Preview to see how the header or footer will appear, and then click OK to apply it.

Headers and footers typically present a document's title, date, or page numbers in the top or bottom margins of the document. You can add multiple lines of text to an entry on the Header or Footer tab. For example, you can create a header or footer that has content at the left, center, and right of the page. To see font effects, preview the page.
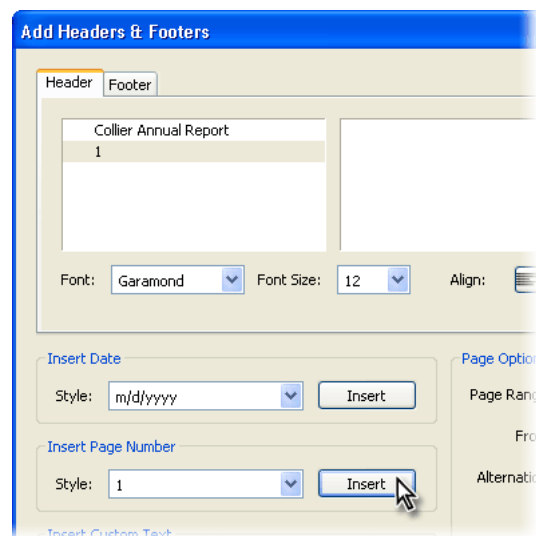
6. Add a background or watermark.

Choose Document > Add Watermark and Background. Select Add a Background to add content that appears *behind* the text and graphics on the page, or Add a Watermark to superimpose content *over* text and graphics on the page. Select whether the watermark or background should appear on-screen, on the printed version of the PDF document, or both. Then, click Browse (Windows) or Choose (Mac OS) to select the PDF file that contains the image you want to use as the background or watermark. If the PDF file contains

multiple images, select the page number of the image you want to use. Then specify the pages on which you want the watermark or background to appear, where you want it to appear on the page, its rotation, and its opacity.

Each image you use as a background or watermark must be on its own page in a PDF document. To stretch the watermark or background to fill the page, choose Fit for both the vertical and horizontal alignment.